COTS Enterprise Architecture Workgroup
Meeting Minutes
November 16, 2000

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Members Present: David Mulchany, Fairfax County (Cochairman); Murali Rao, VDOT (Cochairman); Bethann Canada, DOE; Linda Foster, TAX; Bill Mize, DIT; Bob Pontius, VEC;; Bob Haugh, DOC; James Jokl, UVA; Ted McCormack, CLG; Jerry Simonoff, DTP.

Members Absent: Randy Horton, DRS; Troy DeLung, DEQ; Tim Bass, VRS.

Staff Present: Dan Ziomek, DTP; Diane Wresinski, DTP; Paul Lubic, DTP; Paul Bucher, VDOT; Dave Nims, COTS; Bryan Drake, DIT.

Staff Absent: None.

Guests Present: Simone Nicholas, HP; Chris; McCord, Dept of State Auditor; Craig Drain, Dept. of Taxation; Mike Peterson, CACI; Dan Moore, CACI; Steve Gaidos, KPMG

Agenda:

1:30 to 1:40 Opening Remarks, Review of October 24 Minutes, and Other Administrative Matters – David Molchany, & Murali Rao

1:40 to 2:20 Discussion of Format, Content, Development of Phase I Report to COTS, Review draft TOC – Paul Lubic

2:20 to 2:45 Discussion of Conceptual Architecture Strawman – Bryan Drake

2:45 to 3:00 Break

3:00 to 3:40 Discussion of EA Principles list – Diane Wresinski

3:40 to 3:50 Domain Teams Status Report – Team Chairmen

3:50 to 4:00 Other Business & Summary of Workgroup Decisions & Action Items

4:00 Adjournment - Location, Date & Time of Next Meeting

Discussion:

Minutes from the 10/24 meeting were accepted as written.

Murali Rao and David Molchany discussed the November 13 COTS meeting in Hampton. An issue surfaced concerning what role EA plays and how that could be communicated. A suggested proof of concept project involving citizen address changes was tabled for further discussion with other COTS members.

Paul Lubic presented a draft table of contents for the Phase I Report to COTS. There was discussion by the members and writing assignments made. See the Action Items section.

Bryan Drake provided an overview of the Conceptual Architecture Strawman document.

Diane Wresinski facilitated an identification of Conceptual Architecture Principles for inclusion in the report.

Ted McCormick reported that the Middleware Domain Team had met several times and were progressing well.

Bob Pontius reported that the Network Domain Team was also progressing nicely and that they have scheduled meetings every two weeks until completion.

Paul Lubic and Diane Wresinski reported that the Security Domain Team had met several times and was making progress.

Action Items:

1. **Staff** – Continue to develop a Conceptual Architecture document for further review by the Workgroup.
2. **Members** – Review list of potential CA principles, vote on importance, and return to Diane Wresinski.
3. **Members and Staff** – Develop sections of the EA Phase I report as assigned. The first draft is due 12/10/00.
   a. Section 1a Enterprise Architecture definition: Bethann Canada and Bryan Drake.
   b. Section 1b Explain how EA will make a difference:
      - David Molchany
      - Murali Rao
      - Paul Bucher
      - James Jokl
      - Troy DeLung
   c. Section 1c Explain Phases of Action: Staff
   d. Section 2 Phase I Report: Common Requirements Vision: Ted McCormick and Paul Lubic
   e. Section 3 What we are doing now: Design! Solutions!: Staff

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f. Section 4 Next Steps: Filling Gaps!: David Molchany and Staff
    g. Section 5 EA Workgroup Members and Commitment Level: Staff
4. **Members and Staff** – Notify Paul Lubic of availability to attend the next meeting on December 13, 2000.

Meeting Schedule:

The next workgroup meeting will be December 13, 2000 in the DIT Executive Conference Room @ 1:30 PM.

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